GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Foreign visits – Official visits abroad by Officials and Non-officials – Guidelines to be followed by all Secretaries – Consolidated instructions – Revised Orders – Issued.

GENERAL ADMINISTRATION (SC.E) DEPARTMENT

G.O. Rt. No.1577 Dated:17.07.2017
Read the following:

1. G.O.Rt.No.7332, G.A. (Spl.B) Dept., dt.27.10.2005.
2. Govt.Memo.No.221.Spl.D/2006-1, dt.14.08.2006.
3. G.O.Rt.No.4916,G.A. (Spl.A)Dept., dt.12.10.2009.
4. G.O.Rt.No.2444, G.A. (Spl.D)Dept., dt.17.5.2010.
5. CircularMemo.No.185/Spl.D/2011, dt.17.10.2011.
6. G.O.Rt.No. 5036, G.A. (Spl.D) Dept., dt. 04-11-2011.
7. G.O.Rt.No. 3338, G.A. (Spl.D) Dept., dt. 19.7.2012.
8. G.O.Ms.No.175, Finance (DCM.I)Dept., dt.1.7.2013
9. G.O. Rt. No.3611, G.A. (Spl.D) Dept., dated 13.08.2013.

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O R D E R:

In the G.O. 9th read above, in supersession of the earlier orders on the subject, Government have issued consolidated instructions on the procedure to be followed by Secretariat Departments in regard to official visits abroad by cadre and non-cadre officers, inter-alia, as follows:-

1) all the proposals for official foreign visit by officers shall be cleared by the Screening Committee constituted for the purpose, even when the officials are required to accompany the Ministers as part of delegation;

2) no proposal for official foreign visit shall be proposed by any Department during the period when the Legislature is in Session and when critical activities of the Department are to be undertaken;

3) the proposals shall be sent to General Administration Department in the prescribed proforma along with Checklist, at least 15 days before the date of performing outward journey. The proposals must be duly recommended by the Special Chief Secretary / Principal Secretary / Secretary of the Department concerned after obtaining the concurrence of Finance Department.;

4) The Departments proposing foreign visits shall ensure that the proposed foreign visit expenditure is within the allotted budget under relevant heads and no re-appropriation proposals should be considered;

5) The Departments shall not normally entertain more than four visits of an officer abroad in a financial year at the cost of the Government or Government Undertakings subject to availability of budget on the norms. In general, the duration of visit should be restricted to one week;

6) Any permitted official foreign visit shall be performed only on receipt of the required clearances from the Government of India, viz., political / cadre / DEA / FERA etc. from the Ministries concerned wherever applicable;

(Contd.. P.2.)

7) Every officer / team undertaking foreign visit shall send a report to the concerned Special Chief Secretary / Principal Secretary / Secretary with copy marked to General Administration Department within one week from return, highlighting the lessons learnt from possible replication in the State and also informing the details of foreign hospitality availed, if any.

2. It has been observed that certain Departments are not following the instructions issued in the G.O. 9th read above, while sending proposals to General Administration Department for foreign visit of the officers and that in majority of the cases, the officers / teams are not sending the report to the Department concerned or the GAD after completion of their visit.

3. In view of the above, in order to regulate the official foreign visits of cadre and non-cadre officers, the following instructions are issued in supersession of the orders issued in the G.O. 9th read above, to the Departments in processing the proposals for foreign visits:-

I. SCOPE

1. Applicability

(a) Officials: These orders will be applicable to all State Government servants, officers / staff on deputation to Government of Andhra Pradesh, staff of Government Corporations, Undertakings, Bodies funded by Government or Organisations which receive Government grants for salaries, travel and operational expenses. These proposals are handled by Personnel Division, General Administration Department.

(b) Ministers and non-officials: These orders will be applicable to official visits of Ministers and Non officials. However, they do not fall within the purview of the Screening Committee. These visits are handled by Political Division, General Administration Department.

2. Screening Committee: The Screening Committee headed by Chief Secretary, consisting of Secretary to Government EFS&T dept., Secretary to Government Finance dept., Chief Commissioner of Land Administration as Members, and Secretary to Government Political Dept. as Member-Convenor, shall clear all proposals of foreign visit of officials. Visits of officials as part of the Chief Minister's delegation or Ministers delegation will be communicated by Political Division to the Personnel Division for according approval.

II. FUNDING SOURCE

3. Funding by Government / reputed agencies: All foreign visits shall be undertaken with the funds of State Government or Central Government with the exception of externally funded visits by agencies such as United Nations etc. cleared by Government of India.

4. Visits within allocated budget: Foreign visits shall be within the budgetary allocations of the respective Government department / ULB / UDA / PRI / Government body.

(Contd.. P.3.)

5. No funding by contractors: No funding shall be accepted from the following:

- Foreign/ domestic contractors.
- foreign agencies involving a conflict of interest.

In case of foreign visits based on invitations from a Foreign Government / International Agency / Foreign Organization, etc., for participating in a programme with the costs fully paid for, the sponsoring Secretary shall verify the details / credibility / standing of the agency / organization before sending proposals. The Government of India rules relating to acceptance of foreign hospitality will apply in this case.

6. GoI funding / GoI participation: In the case of invitation received by the Government of India for a programme or from an international organization in which the Government of India is represented and the State Government is participating in the same (Ex: Tourism marts where GoI and all State Governments participates) the visit shall be treated as on official deputation.

7. Visit not to be part of a Government contract: Foreign travel shall not form part of a construction contract. Where necessary, separate budget shall be earmarked by the department to be operated by it. All foreign travel related to Quality Assurance (QA) of engineering works shall be funded directly by the department and it is preferable that independent professional international verification agencies shall be engaged for the purpose.

8. Study tours / workshops etc. by sponsoring / approved dept. scheme only: Proposals for participation in study tours / workshops / conferences / seminars / presentation of papers abroad at Government cost shall not be entertained except in cases which are fully or partly funded by the sponsoring agencies or where an approved scheme of the Department exists.

III. DURATION AND TIME

9. No visits during sessions/ critical season: In general, no official foreign visits shall be undertaken by officials during the period when Legislature will be in session or during periods involving critical activities of the department such as flood / sowings / epidemics and so on.

10. No visits together by Secretary and HoD: A Secretary and his head of the department shall not undertake a foreign visit together.

11. Limited to 7 days: The visits shall not be more than 7 days including journey time with the exception of specialised training programs.

12. Not more than four visits a year: An official shall not undertake more than four foreign visits during a financial year at the cost of the Government or Government undertaking subject to availability of budget.

13. Government may curtail visit: All permitted official foreign visit shall be subject to regulation (rescheduling/short-cutting/cancelling) owing to official exigencies when the officer's presence is considered essential for the discharge of his/her official duties before the scheduled departure.

(Contd.. P.4.)

IV. PROCEDURE

14. Finance views in 3 days: Sponsoring Secretary shall send the proposal in **Form-F** to Secretary Finance. Secretary Finance shall ensure that his views are provided within 3 days from date of receipt of proposal from sponsoring Secretary failing which the proposal will be moved by Sponsoring secretary.

15. Proposal to reach before 10 days: All proposals shall be sent by the sponsoring Secretary to Personnel Division / Political Division, GA Dept. at least 10 days in advance with concurrence of Secretary Finance.

16. Screening Committee: For officials, the Personnel Division shall place the proposals before the Screening Committee. The proposals shall contain (a) the visits undertaken by the individuals in the previous (3) years, (b) the expenditure incurred (c) whether political clearance was obtained prior to the visits and (d) whether tour diary of each visit submitted.

17. Ministers / Non-Officials: For Minister and non-officials, the Political Division shall obtain orders in circulation of the Chief Minister through Chief Secretary and issue orders.

18. Political Clearance: Political clearance shall be obtained by the respective State Government department prior to travel as mandated by Government of India.

19. GoI Clearances: Any permitted official foreign visit shall be performed only on receipt of the required clearances from the Government of India viz., Political / Cadre / DEA / FERA etc., from the Ministries concerned where applicable.

20. GoI instructions: Other instructions / restrictions / guidelines prescribed by the Government of India from time to time, with regard to official foreign visits shall apply mutatis mutandis for considering cases by the Screening Committee.

21. Rates of TA/DA: The TA/DA or other travel related entitlements shall be as per the rates prescribed by State Government / Government of India as the case may be.

V. POST-VISIT PROCEDURE

22. Payments only with political clearance: Any bill payment relating to a foreign visit shall be made by Finance department only if political clearance was obtained for the visit. The Secretary to department shall review the foreign visit expenditure details of autonomous organisations under his control without political clearance and report any deviation to GA (Personnel) Department.

23. Visit report: A report shall be submitted to the respective Secretariat department or General Administration Department, as the case may be, within a week of the conclusion of the visit laying down the learnings and possible adaptations for our system.

(Contd.. P.5.)

VI. EXTRACT OF GUIDELINES OF MINISTRY OF EXTERNAL AFFAIRS REGARDING FOREIGN VISITS

24. Address- All proposals for visits sent by the State Government are to be addressed to :

The Secretary, Ministry of Finance,
Department of Economic Affairs, North Block,
New Delhi. Tel No. 011-23092611 / 23092555
Fax No. 011-23012477 / 23017511.

The Secretary, Ministry of External Affairs,
South Block, New Delhi. Tel No.011-23012318 / 23012196
Fax No. 011-23013945/ 23010889.

The Secretary, Central Administrative Ministry
concerned with the subject matter of the visit.

The Under Secretary, Ministry of Home Affairs,
Room No. 8, FCRA-Division, Hospitality
Section, Jaisalmer House, 26, Man Singh Road, New Delhi
Tel No. 011-23071170.

25. Three weeks time:

(a) At least 3 weeks time should be given to the various Ministries of the Government of India to consider the proposals for foreign visits. Proposals for obtaining clearances must be sent to Government of India well in advance of the scheduled date of departure. The Government of India has clearly laid down that the proposals of visits of composite delegations consisting of Ministers / officials must be submitted together and processed together rather than being submitted in piece-meal.

(b) Government of India's approval is required for both, official and private visits of the State Ministers. For all visits of Ministers, the approval of the Finance Minister and for Chief Minister, the approval of Prime Minister is obtained by the Department of Economic Affairs after the political clearance from the Ministry of External Affairs and the administrative approval from the concerned line Ministry.

26. Delegation composition to be informed: In case of official delegations their composition and background of the members should be indicated.

27. Invitee and expenditure details: The work proposed to be transacted in each place of visit together with detailed itinerary of the visit may be indicated. Specifically where official meetings are to take place with functionaries of foreign Governments, copies of the invitation letters from the agencies and details of who would be bearing the expenditure of the visit are to be submitted along with the proposal.

28. Political clearance: It is further stated that to speed up and streamline the processing of applications for political clearances for visits abroad, the Ministry has an e-Political Clearance System to enable eligible applicants to apply for political clearances online. The portal epolclearance.gov.in can be used for seeking political clearance of the MEA for all outgoing visits that require such clearance.

(Contd.. P.5.)

29. Foreign hospitality clearance: In cases where foreign hospitality is involved, including travel expenses, prior clearance of the Ministry of Home Affairs, FCRA Division, Hospitality Section is required before any acceptance is conveyed. A separate reference in the prescribed Form FC-2 indicating the source from which the travel and stay expenses are proposed to be met, should be made directly to that Ministry well in time.

4. The application for foreign travel on behalf of Government of Andhra Pradesh to be submitted by sponsoring Secretary is annexed as Form-F.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

DINESH KUMAR
CHIEF SECRETARY TO GOVERNMENT

To
All the Departments of Secretariat
All the Special Chief Secretaries / Principal Secretaries/ Secretaries to Government
All Private Secretaries to Ministers/Advisers
All the Heads of Departments
All the Collectors & District Magistrates.

Copy to:

The Accountant General (A&E), Andhra Pradesh, Hyderabad
The Pay and Accounts Officer, Andhra Pradesh, Vijayawada.
The P.S. to C.S/ Prl. Secy to C.M./ Secy (Poll)/Spl. Secy to C.M.
The PA to Joint Secretary (AIS/L&O), GAD.
The Genl. Admn. (Poll.A)/ (Poll.C)/(SC.A)/(SC.C)/(SC.B) Department
SF/SC

//FORWARDED:: BY ORDER//

SECTION OFFICER (SC)

APPLICATION FOR FOREIGN TRAVEL
ON BEHALF OF GOVERNMENT OF ANDHRA PRADESH

(FORM F)

(to be filled by the sponsoring Secretary to Government)

(1) Invitation details

Department:

Invitee details: *(give the details of invitee countries and its affiliation)*

Nomination details: *(tick mark one)*

□ State Government □ Government of India □ Officer □ Agency

Outcome anticipated from the visit: (*state how the visit will benefit your department/ organisation in bullets, not more than 100 words).*

Lost outcome if the visit is not undertaken / postponed (*not more than 100 words)*

(2) Group details

Name	Name of Govt. Service / Contract employment	Desig-nation	Department	DoR/Contract expiry	UID	Passport Number	Vigilance cases pending? (Yes/No)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Note: (1) Secretary to fill column No.8 for staff under his control other than AIS officers. For AIS officers / officers on deputation from Government of India, General Administration Department will indicate (2) DoR – Date of Retirement, (3) UID – Unique Identity Number of Aadhaar.

(3) Itinerary Details

Country	Institution/Agency to be visited	Purpose	From Date	To date
(1)	(2)	(3)	(4)	(5)

(4) Expenditure details

Name	Travel Cost		Accommodation cost	TA/DA/ Per diem etc.	Other expenses	Total
	Class	Expenditure				
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Note: All costs in INR
Grand total of estimated expenditure for the delegation: Rs._____

(P.T.O)

(5) Source of funding details

Item	Amount tapped (Rs.)	Details
State Budget		Head of Account : BE CY : Balance :
Organization's Budget		
GoI Budget		
Foreign Govt. / Agency (specify name)		
Domestic Agency (specify name)		
Total		

(6) Last 3 years foreign visits history

Name	Countries visited	From-To dates	Purpose	Expenditure incurred (Rs.)	Political clearance obtained ? (Yes/No)	Whether Tour Dairy submitted? (Yes/No)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(7) Certified that:

(i) No funding is accepted from the following:
- Foreign / domestic contractors.
- Foreign agencies involving a conflict of interest.

(ii) Expenditure is within the allotted budget and no re-appropriation is proposed for this purpose.

(iii) Government of India permission shall be obtained unless existing guidelines under relevant Centrally Sponsored/ Central Sector Scheme permitting foreign visits exist.

(iv) Secretary has conducted due diligence for selecting the candidates, duration of visit and budget allocation.

Signature :

Secretary's Name :

Department